A COMPILATION OF RULES

RELATING TO

TRAVELLING ALLOWANCES

FOR USE IN THE OFFICE OF THE COMPTROLLER GENERAL, T. A. B.

BY

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CALCUTTA

OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING.

1881.

CALCUTTA:
PRINTED BY THE SUPERINTENDENT OF GOVERNMENT PRINTING,
8, HASTINGS STREET.

PREFACE.

THIS compilation is intended to serve as a guide to rules regarding Travelling Allowances with which this Office has to deal. The rules quoted herein do not carry with them any other authority save what they derive from the orders of the Government of India upon which they are based. In any case of doubt, therefore, reference should be made to the original orders of Government on the subject. Simla Travelling Allowance Rules (of which the 5th edition is shortly expected) are omitted here.

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COMPTROLLER GENERAL'S
OFFICE;
The 2nd May 1881.

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ABBREVIATION.

G. I. F. D. for Government of India in the Department of Finance.

A COMPILATION OF RULES

RELATING TO

TRAVELLING ALLOWANCES.

PART I.

GENERAL RULES.

General principles and definitions.

TRAVELLING allowances are given to an officer to cover the expenses incurred by him for travelling in the interests of the public service.

2. The daily allowance of a public officer is sometimes erroneously called "tentage." As this causes confusion, the word "tentage" should in future be restricted to an allowance made to an officer to provide tents, and not to any form of travelling allowance. —(*G. I. F. D. No. 44, dated 4th May 1876.*)

The batta of a ministerial officer is $\frac{3}{10}$ths of his salary, and not his pay.—(*G. I. F. D. No. 1916, dated 26th March 1874.*)

[*N.B.*—The word "salary" includes the substantive pay and the acting allowance of an officer.]

3. Travelling allowances cannot be drawn on leave of any description.—(*G. I. F. D. No. 1480, dated 12th March 1869.*)

4. In applying any rule which forbids the grant of travelling allowance in two forms for the same day, the day shall, in the absence of an order of the Government of India to the contrary, be held to be 24 consecutive hours.—(*G. I. F. D. No. 2642, dated 4th September 1880.*)

5. When a public officer travelling on duty is provided with the means of locomotion at the expense of the State, he is not, in the absence of a general or special order of the Government of India to the contrary, entitled to any travelling allowance, unless he actually incurs any personal travelling allowances, *i.e.*, for locomotion for himself and his servants and personal luggage, in which case he may be reimbursed the sum actually expended, not exceeding half the daily allowance ordinarily admissible to him.—(*G. I. F. D. No. 1255, dated 20th June 1879.*)

6. Local Governments and Administrations and Heads of Departments are empowered to grant on special and temporary occasions special travelling allowances in excess of those admissible by rule. Under permanent and recurring circumstances an appropriate rule should be submitted to the Government of India for sanction. The allowances should not exceed the cost of actual locomotion of the officer and a reasonable following of personal attendants, and the grant of them should not have the weight of a rule or precedent; they should conform as nearly as possible to the principles of the general rules, and need not be in contravention of any rule. Accountants General should be consulted before the allowances are fixed, and on their representation cases should be referred to the Government of India for orders. No fixed powers of legislation in these matters are intended to be given to Local Governments, who are merely expected to act as agents of the Government of India anticipating their decision in cases as they arise.—(*G. I. F. D. No. 3302, dated 15th October 1879.*)

SECTION I.

Fixed travelling allowances.

1. The fixed travelling allowance granted to officers is drawn like their salary, whether the officer travels or not, and is intended to cover all incidental personal expenses of all kinds connected with their travelling on duty, and no other travelling allowance should be passed to officers in receipt of fixed travelling allowances except

on transfer, and in cases mentioned in paragraphs numbered 2, 3, 50, and 52.

[NOTE.—(*a.*) Officers in transit from one appointment to another, if the mileage rate be drawn, and officers on leave of any description, are not entitled to draw any fixed travelling allowance.

(*b.*) An officer placed in charge of the current duties of an office is not entitled to any fixed travelling, tentage, or local allowances attached to the office, except under the special orders of the Local Government.—(*G. I. F. D. No. 2481, dated 10th August 1877.*)

(*c.*) The fixed travelling allowance of covenanted civil servants is exempt from the 4 per cent. annuity fund deduction.—(*G. I. F. D. No. 1227, dated 16th June 1877.*)

2. Whenever the actual personal fare including freight of personal baggage only, paid by any officer in receipt of a fixed monthly or daily travelling allowance for a duly authorized journey on public duty by rail, steamer, or other public conveyance, exceeds the amount of his fixed travelling allowance for the day on which the journey is made, he may for that day draw, in lieu of his fixed allowances, the travelling allowance to which he would have been entitled if he had no fixed travelling allowance. The words "public conveyance" in this rule do not include a palanquin, carriage, boat, or other conveyance hired for the special use of the officer, but mean a conveyance which plies regularly for the conveyance of passengers on the journey for which the charge is made. These orders do not affect the numerous cases in which officers are entitled to convert a daily allowance to mileage.—(*G. I. F. D. No. 885, dated 20th February 1880.*)

3. A Local Government has power to grant travelling allowances at the usual rates to an officer called on duty beyond the limits of his jurisdiction, and such a grant is not such an increase of expenditure as to require the confirmation of the Government of India; but an officer in receipt of fixed travelling allowances cannot be allowed to draw any other travelling allowance unless his fixed travelling allowance be relinquished for the whole of his absence.—(*Civil Account Code, Chapter 2, paragraph IV.*)

SECTION II.

Variable travelling allowances.

1. No travelling allowance is admissible to a public

servant for a journey to a place not more than 5 miles distant from his head-quarters.—(*G. I. F. D. No. 929, dated 5th February 1874.*) This rule applies to all kinds of travelling allowance, with the exception of that allowed to Chaplains under Rule III of Financial Department No. 1653, dated 7th August 1868, permanent contract travelling allowances, and the allowances mentioned in Financial Department No. 1071, dated 31st May 1875, and is based upon the fact that the journey of an officer to a place distant not more than 5 miles from his head-quarters is not long enough to entail any appreciable extra expense. No halting allowance is admissible to an officer for a halt within a radius of 5 miles from his head-quarters.—(*G. I. F. D. No. 4347, dated 27th October 1875.*)

2. When travelling allowance is drawn by any public officer on leaving his station, the point from which distance is reckoned shall be the chief public office at the station, or any other point at the station which may be fixed for the purpose by the Local Government. —(*G. I. F. D. No. 1869, dated 19th March 1874.*)

[NOTE.—Travelling allowance reckoned from the residence of an officer is inadmissible. Officers are not allowed to charge travelling allowance from their residence, but from a central point fixed for the purpose by the Local Government.—(*Government of India, Home Department, No. 161, dated 7th May 1875*).]

3. In calculating travelling allowance at mileage rates, fractions of a mile should be omitted from the calculation.—(*G. I. F. D. No. 3399, dated 27th September 1877.*)

[NOTE.—This rule applies to travelling allowance for journeys by railway as well as for other journeys, but mileage should not be allowed only for any fraction in the total of a bill.—(*G. I. F. D. No. 2863, dated 20th September 1879*).]

4. For the purpose of calculating travelling allowance, the distance between two stations shall be held to be the length of the shortest of two or more practicable routes, or the cheapest of such routes as may be equally short, and the shortest route is that by which the traveller can most easily reach his destination by the ordinary mode of travelling,—(*G. I. F. D. No. 820, dated 12th May 1875.*)

[NOTE.—Local Governments are empowered to relax in particular cases, and subject to any appropriate conditions, the above rule.—(*G. I. F. D. No. 3725, dated 8th November 1879*).]

5. An officer who draws travelling allowance at 8 annas a mile by dâk is permitted to charge 3 annas a mile by rail; if 4 annas a mile by dâk, then 1½ anna a mile by rail.—(*G. I. F. D. No. No. 9882, dated 17th November 1859.*)

(*a.*)—*Travelling by railway.*

6. When travelling by State railways an officer shall draw, in lieu of the mileage rate at 3 annas a mile, double first class fare; and in lieu of the mileage rate at 1½ anna a mile, double 2nd class fare.—(*G. I. F. D. No. 2305, dated 23rd July 1875.*)

7. When a public officer travels by railway under circumstances entitling him to travelling allowance by distance, and is required to pay for a distance in excess of that over which he travels, the amount paid by him for the excess distance shall be reimbursed to him.—(*G. I. F. D. No. 29, dated 6th January 1876.*)

8. No public officer shall use a free pass for travelling on any railway, State or guaranteed, except when he is travelling on the public service.

A public officer travelling on any railway, State or guaranteed, under a free pass, must deduct from travelling allowance, to which he would otherwise be entitled, the fare which, but for his free pass, he would have paid. —(*G. I. F. D. No. 1292, dated 19th June 1880.*)

9. An officer appointed hereafter to any office, whether on joining the public service, or on substantive promotion, shall for journeys by rail, in lieu of the travelling allowance at the mileage rate prescribed for the holders of such office, draw the allowances as shown below:—

In lieu of a mileage of 3 annas—double 1st class fare.
Ditto ditto 1½ anna—double 2nd class fare.

—(*G. I. F. D. No. 3794, dated 20th November 1880.*)

10. The following travelling allowances are sanctioned for ministerial and menial officers when required to travel on duty by railway:—(*G. I. F. D. No. 387, dated 30th April 1879*)

Officers in superior service.

(*a*) At the option of the officer, in lieu of any daily or monthly travelling allowance to

which he is entitled, if salary be not less than Rs. 50, 2nd class fare; otherwise, intermediate class fare, or if there be no intermediate class accommodation in the train by which he is required to travel, 2nd class fare.

Officers in inferior service.

In addition to any daily or monthly travelling allowance to which he may be otherwise entitled, 3rd class fare.

(*b*) If the journey involves the absence of the officer from his head-quarters or standing camp for one or more nights, so that presumably it becomes necessary to carry with him servants and baggage, double the fare to which he would otherwise be entitled may, at the discretion of his superior officer, be granted to him.

(*c*) An officer in superior service may not, except as provided in clause (*d*), charge railway fare for any day for which he receives daily or monthly travelling allowance.

(*d*) If an officer in superior service is required to travel on one day partly by railway and partly otherwise, or to make a railway journey in the course of another journey, or of a tour, then at the discretion of his superior officer he may be reimbursed his actual expenses not exceeding on the whole the amount to which he would be entitled under clause (*a*) or (*b*) added to the amount to which he would otherwise be entitled, for the period occupied by the journey by railway, as daily or monthly (contract) travelling allowance.

11. When an officer travels by rail in an inferior ass to that in which he is entitled to be accommodated, is not open to him to draw mileage or railway fare in his oper class unless his actual expenses for himself, family, rvants and luggage for the railway journey amounted

to not less than the amount of regulated mileage or fare. Accordingly every officer drawing railway mileage or railway fare shall attach to his bills one or other of the following certificates at his option :—

"I certify that I travelled on this journey by the first class (or, as the case may be, first or second class.")

Or

"I certify that I paid not less than the amount here charged in railway fares for myself, my family, my servants, and my personal luggage."—(*G. I. F. D. No. 1497, dated 28th March 1879.*)

[NOTE.—An officer furnishing the 2nd certificate is entitled to draw the amount of the charges so certified, provided that they do not exceed the amount of travelling allowance to which he would have been entitled if he had travelled in the class to which he is entitled to accommodation.—(*G. I. F. D. No. 258, dated 21st January 1880.*)

(*b.*)—*Travelling by road.*

12. An officer who draws travelling allowance at mileage or daily rates is not permitted to charge Government for ferry tolls.—(*G. I. F. D. No. 3601, dated 16th September 1871.*)

13. Ministerial officers should either ride or walk in ordinary marches, and are ordinarily not entitled to travelling allowance by road at mileage rates, but to an allowance of $\frac{5}{10}$ths of their salary when accompanying their superiors on tour.—(*G. I. F. D. No. 2126, dated 21st August 1872*). But when travelling on public purposes by dâk or at a more rapid rate than 3 miles an hour, they are entitled to actual expenses up to a maximum of 4 annas a mile.—(*G. I. F. D. No. 3173, dated 30th September 1872.*)

[NOTE.—A certificate in the following form should be attached to the travelling allowance bills of ministerial officers :—(*G. I. F. D. No. 828, dated 24th February 1881.*) "Certified that the officer named in the bill has been authorised for public reasons to travel by dâk or cart, or boat, as the case may be."

(*c.*)—*Travelling by sea or river.*

14. The following are the rules for the grant of travelling allowance to officers in civil employ for journeys by sea or river :—(*G. I. F. D. No. 2112, dated 7th August 1880 and No. 613, dated 16th February 1881*)

I. A free passage, or refund of passage-money, may be granted at the following rates to a public servant in the Civil Department when travelling by sea or in a river steamer, if he

would be entitled to draw travelling allowance if he were travelling on land.

II. For the purposes of these rules, Marine officers include—

(1.) Officers of the Marine Department holding appointments afloat or in dockyards, but not port officers, and are divided into four grades—

1st, Commanders of Vessels and Superintendents of Marine.

2nd, Other executive officers, gazetted clerks, and engineers.

3rd, Warrant officers, non-gazetted clerks, gunners, and European employés.

4th, All others.

(2.) Officers in civil employ are divided into three classes—

1st, Covenanted civil servants, commissioned military officers, the port officers mentioned in the margin, marine officers of the first and second grades, and other uncovenanted officers with rank not lower than that of Extra Assistant Commissioner, Deputy Magistrate, or Deputy Collector, or with salary not less than Rs. 200 a month.

The Port Officers of Calcutta, Madras, Bombay, Rangoon, Karachi, Aden, Akyab, and Moulmein.
The Deputy Port Officers at Calcutta and Madras.
The first Assistant Port Officers at Calcutta, Madras, and Bombay.
The second Assistant Port Officer at Madras.
The Conservator, River Indus.

2nd, Marine officers of the 3rd grade, warrant officers, non-commissioned military officers, European soldiers, and uncovenanted servants in superior service as defined in the Civil Pension Code, with the exception (1) of those included in the first class; and (2) of those on monthly salaries of less than Rs. 30, who ought, in the opinion of the heads of their offices, to belong to the 3d class.

3rd, All other officers.

III. An officer of the first class is entitled—

(*a*) to free passage for himself or refund of passage-money at first class rates;

(*b*) to free passage or refund of passage-money at lowest class rates for two, or if his salary is not less than Rs. 1,000, for three, servants;

(*c*) to the freight of such horses and tents as he would have been entitled to carry at the public expense had he been travelling by railway.

IV. An officer of the second class is entitled to—

(*a*) a free passage for himself, or refund of passage-money at middle or second class rates;

(*b*) a free passage, or refund of passage-money at lowest class rates for one servant.

V. An officer of the third class is entitled to—

(*a*) a free passage for himself, or refund of passage-money at lowest or third class rates.

VI. Except as provided in Rule III (*c*), no more personal luggage can be carried at the expense of the State by an officer than the quantity the freight on which, by custom, is included in the charge for passage.

VII. If board is provided on the vessel either by its owners or its commanders, table money is recovered from an officer of the first class at the following rates for every day on which dinner is provided for him on board:

(*a*)—If the board includes wines and liquors, three-twentieths of salary up to a maximum of Rs. 8;

(*b*)—If the board does not include wines and liquors, three-fortieths of salary up to a maximum of Rs. 4:

Provided that—

(1.) Table money shall not be recovered from a native of India compelled by caste or other scruples to make separate arrangements for his board.

(2.) An uncovenanted medical officer travelling between Calcutta and Port Blair in charge of convicts is entitled to a free mess, not including wine or beer.

(3.) A Marine Officer travelling on an Indian Government vessel will join the mess and pay the usual contribution.

(4.) A Marine Officer who is entitled to free rations and is proceeding from one appointment to another in both of which he is messed, will, if the charge for messing is included in the charge for passage, be allowed a free mess. If the messing is a separate charge, he will

be reimbursed his actual messing expenses (exclusive of wines and beer) up to a limit of Rs. 4 a day.

VIII. Table money is not recovered from officers of the second and third classes. If such an officer makes his own arrangements for messing, he is entitled to table money at the rate of three-tenths of salary, but not exceeding Rs. 3, and not less than 4 annas for every day on which he dines on board:

Provided that—

(*a*) A second class passenger is not entitled to be supplied at the public expense with first-class mess, *i. e.*, with mess at the commander's table, unless no other mess is provided on the steamer:

(*b*) A Port Officer on detached duty or a Warrant Medical Officer sent from Calcutta to Port Blair in charge of convicts during his voyage to or from Port Blair is not entitled to wine or beer:

IX. The families of officers of the second class are conveyed at the public expense. Table money under Rule VIII will be paid at full rates for those members of the family of such an officer who are not less than six years of age, and at half rates for other members, but a passage will not be provided for more servants than the officer may take with himself under these rules when travelling alone.

X. Rules I to VI do not apply to an officer travelling, otherwise than on payment of passage money, in any vessel the cost of which is borne from imperial, provincial, or local funds. Such an officer is not, without the special sanction of the Government of India, entitled to any travelling allowance unless he can certify that he has, during the voyage, incurred actual personal travelling expenses, in which case he may recover the actual sum which he has so incurred, not exceeding the amount of the daily or monthly travelling allowance to which he would have been

entitled for the period of the voyage if, during that period, he had travelled by land.

[NOTE.—The above rules are not applicable to journeys by boat.

2. Chaplains fall under the category of "civil officers of the 1st class."—(*G. I. F. D. No. 3699, dated 15th November 1880.*)

3. The above orders apply to an officer crossing a river by steamer in the course of his journey.—(*G. I. F. D. No. 1291, dated 22nd March 1881.*)]

15. *Messing.*—In supersession of Marine Notification No. 9 of 11th May 1877, the Right Honourable the Governor General in Council is pleased to notify the following rates of table money payable for the entertainment of high functionaries, their suites, &c., on board Indian Government vessels.—(*Marine Department No. 35, dated 25th June 1880.*)

The rates are intended to cover all charges for messing, including wine, &c.

Class.	Passengers.	ALLOWANCE PER DIEM.			
		For males.	For females.	FOR CHILDREN OF BOTH SEXES.	
				Between 7 and 16 years.	Under 7 years.
	Captain's table.	Rs.	Rs.	Rs.	Rs.
I	Viceroy and Governor General of India.	68 for the first 7 days 14 afterwards ...	9 0 0	5 0 0	4 0 0
	Each individual composing the suite.	14 for every day ...			
II	Governors and Commanders-in-Chief.	45 for the first 7 days. 12 afterwards.			
	Each Member of their suite.	12 for every day.			
III (*a*)	Lieutenant Governors and Bishops.	34 for the first 7 days 12 afterwards ...			
	Each Member of their suite.	12 for every day ...			
(*b*)	Members of Council, Chief Commissioners; General Officers, Political Residents, and Secretaries to Government.	34 for the first 7 days 12 afterwards ...	8 0 0	4 0 0	
IV	Political Agents ...	12 for the first 14 days 8 afterwards ...			

NOTE.—The above rates will be allowed for officers under class IV only when embarking under special circumstances. When travelling as ordinary passengers, the rates laid down in G. G. O. No. 35 of 25th June 1880 will be allowed.

(2.) When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour which requires him to disembark at various ports, the higher rate a day will, in general, only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the officer in command of the vessel may represent the circumstance to the official entertained for consideration, and, if subsequently necessary, to the Government of India in the Marine Department.

(3.) When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of Rs. 14 or Rs. 12 a day per head, as the case may be.

(4.) The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

(5.) Should a passenger for whom provision is made under competent authority not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance, to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

(6.) When any official is ordered a passage, the officer commanding the vessel will inform such passenger of the rate authorised for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate, by the Indian Government treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

(7.) Should the passenger not be satisfied with the statement of the commander of the vessel as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter officer agreeing with the passenger, the rate specified by the commander of the vessel should be paid, and the circumstances reported to the Government of India in the Marine Department.

(8.) Civil and Military Officers will be liable to deduction for messing under existing rules—

No. 35. "In continuation of Marine Notification No. 34 of the 25th June 1880, the Right Honourable the Governor-General in Council is pleased to rule that the following rates of table money shall be payable to commanders of all Indian Government vessels for the entertainment, on board such vessels, of British commissioned officers and of civil officers, with rank not lower than that of Deputy Magistrate, Deputy Collector, or Extra Assistant Commissioner, together with their families and servants, when such officers travel as ordinary passengers, and not under the special rules laid down in the above order:

	Rs.	A.	P.	
Officers (Civil or Military) ...	4	0	0	per diem.
Lady, or female child of 16 years and upwards	3	0	0	do.
Children of 2 and under 16 years of age	2	0	0	do.
Children under 2 years of age	Free.			
European servants, male or female	2	0	0	do.
Native servants...	0	3	0	do.

"2. The above rates are exclusive of the charges of liquors, &c. Officers will be liable to deduction for messing under existing rules."

[NOTE.—Peons travelling on public duty and provided with a free passage on a Government vessel shall be messed by the sarang of the vessel at a rate of charge to be fixed by the Government of India in the Marine Department. (The rate is fixed at 4 annas a day per head.) (*G. I. F. D. No. 4715, dated 31st July 1874.*)]

16. The Superintendent of Port Blair, when cruising on board the station steamer, travels in his capacity of Superintendent or Chief Commissioner, and the amount that is payable by Government to the commander of the steamer on account of his messing under general orders of the Marine Department No. 35, dated 25th June 1880, is Rs. 4 a day, Rs. 4 a day being recovered from him under Rule VII of the rules in Financial Department No. 2112, dated 7th August 1880.—(*G. I. F. D. No. 3861, dated 15th December 1880.*)

17. So long as there is no Government vessel available at Port Blair, free persons whose presence in the settlement is considered objectionable, and who have not the means of paying for their passages to India, may be sent thither by private vessels at the Government expense.—(*G. I. F. D. No. 10, dated 30th June 1871.*)

(*d.*)—*Travelling on transfer.*

18. An officer transferred from one station to another

at his own request, although such transfer may not involve promotion, is not entitled to travelling allowance.—(*G. I. F. D. No. 5094, dated 10th September 1858.*)

19. An officer transferred from one station to another on substantive promotion is not entitled to travelling allowance.—(*G. I. F. D. No. 5093, dated 10th September 1858.*) But an officer proceeding to join only an acting appointment is entitled to travelling allowance, both on going from, and returning to, his substantive appointment, whether he applied for the promotion or not. —(*G. I. F. D. No. 1220, dated 8th February 1862.*)

20. The above rule prohibiting the grant of travelling allowance to a public officer transferred from one appointment to another, when the transfer is accompanied by promotion, does not apply if the salary of the officer, when he is transferred, is not more than Rs. 400, and the immediate addition to it, in consequence of the transfer, is not more than Rs. 50.—(*G. I. F. D. No. 423, dated 10th May 1878.*)

21. When a public officer is transferred, without promotion, from one office to another at a different station, a copy of the order transferring him shall be sent to the Accountant General of the Province where he is serving, with an endorsement stating that the transfer has been ordered on public grounds, and not at the request of the officer, or that the transfer had been made at that officer's request.—(*G. I. F. D. No. 6076, dated 8th October 1874.*)

22. An uncovenanted officer proceeding from one appointment in the public service to another is not entitled to travelling allowance, unless he is permitted to draw pay or acting allowance for the period of transit.—(*G. I. F. D. No. 1397, dated 27th March 1880.*)

23. If an officer, while absent from duty on privilege or examination leave, be transferred to a new station, he may draw travelling allowance for the journey direct from the place in India where the order reaches him to his own station at the rate (if any) to which he would have been entitled if he had been on duty, provided that the allowance thus drawn shall not exceed the total sum which he might have charged for the journey direct from his old station to his new one.—(*G. I. F. D. No. 451, dated 11th May 1877.*)

24. If an officer on his way to join a station takes

leave before joining that station, he draws travelling allowance, provided that he could have claimed it had no leave been granted to him.—(*G. I. F. D. No. 11, dated 4th January 1870.*)

25. An officer of one class appointed to officiate for another of a higher class cannot draw a higher rate of travelling allowance while in transit to join his acting appointment than that to which he is entitled in his own class.—(*G. I. F. D. No. 716, dated 29th January 1870.*)

[NOTE.—But the travelling allowance of a non-gazetted officer for joining a gazetted office to which he is appointed shall be that which he would draw if he were a gazetted officer.—(*G. I. F. D. No. 3493, dated 20th October 1876.*)]

26. An officer of the civil administration reduced a grade as a punishment and transferred to another station is entitled to travelling allowance.—(*G. I. F. D. No. 3685, dated 8th December 1870.*)

27. Covenanted civilians, Military officers in civil employ, and Covenanted medical officers, draw travelling allowance on transfer from one appointment to another at 8 annas a mile by dâk and 3 annas a mile by rail. Deputy Commissioners and Assistant Commissioners, even when they belong to the uncovenanted service, Police officers, whether covenanted or uncovenanted, not below the rank of Assistant District Superintendent of Police, uncovenanted medical officers, and officers of the Financial Department, draw at the same rate.

28. Uncovenanted officers on transfer from one appointment to another draw travelling allowance at 4 annas a mile by dâk and 1½ anna a mile by rail.

29. But an uncovenanted officer transferred from one appointment to another in the same or another province under circumstances entitling him to travelling allowance is entitled to draw at the mileage rate for rapid journeys on the duties of the appointment from which transferred. When, as in the Bombay Presidency, a permanent travelling allowance, of not more than Rs. 150 a month, is attached to the appointment from which transferred, the rate admissible is 8 annas a mile by road and 3 annas a mile by rail. Rules for travelling allowance to Hospital Assistants, Native Doctors and any classes for whom there are no mileage rates for journeys within their districts are not affected by this order. —(*G. I. F. D. No. 1680, dated 11th March 1874.*)

The mileage admissible will often be less than, but will never exceed, 8 annas a mile by road and 3 annas a mile by rail.—(*G. I. F. D. No. 2535, dated 18th April 1874.*)

30. The allowances of ministerial officers when transferred from one appointment to another by rail are laid down in Government of India No. 387, dated 30th April 1879, and by road actual expenses up to a maximum of 4 annas a mile.—(*G. I F. D. No. 2535, dated 18th April 1874.*)

(*e.*)—*Travelling allowance to join appointment.*

31. It was decided by Financial Department No. 6302, dated 15th December 1863, that actual travelling allowances to join appointment for himself and suite should be reimbursed to a Governor or Commander-in-Chief appointed in India.—(*G. I. F. D. No. 2061, dated 23rd July 1877.*)

32. A newly-appointed covenanted civilian who reports his arrival in India at the seat of the Government to which he is attached is allowed travelling allowance to the station to which he is first appointed.—(*G. I. F. D. No. 929, dated 18th June 1872.*) But a newly-appointed covenanted civilian who is posted in England to Upper India, and reports himself to the Secretary to the Government of India in the Home Department, and the Secretary to the Government, North-Western Provinces, is entitled to travelling allowance from Allahabad to the capital of the province to which he may be attached, or to any out-station of the province to which he may be attached, or to any out-station of the province to which he may be posted before reporting himself at its capital.—(*G. I. F. D. No. 2539, dated 30th August 1876.*)

33. Whenever an absentee on furlough or other leave in Europe, who is directed to return to civil duty in India before the expiration of his leave, is allowed by the Secretary of State a free passage to any port in India, he may, with the sanction of the Government or Local Administration under which he is employed, be reimbursed the personal travelling allowances actually incurred by him in proceeding from that port to the station to which he may be first posted.—(*G. I. F. D. No. 2206, dated 13th August 1878.*)

34. Military officers in civil employ draw travel-

ling allowance on joining a first appointment in the civil department, but not when they are transferred a second time from the Military to the Civil Department. —(*G. I. F. D. No. 626, dated 30th September 1862.*)

35. Uncovenanted officers, except where there are special rules in certain departments, do not receive travelling allowance for joining a first appointment.—(*G. I. F. D. No. 9892, dated 17th November 1859.*)

[NOTE.—An uncovenanted officer proceeding to join a new appointment on re-employment after having been thrown out of employment by reduction of establishment is allowed travelling allowance.—(*G. I. F. D. No. 14206, dated 26th November 1861.*)]

36. When a pensioner is re-employed in active service, the Local Government may allow him travelling allowance for joining his appointment at the rate applicable to a public servant of his rank on transfer from one appointment to another.—(*G. I. F. D. No. 3954, dated 22nd November 1879.*)

37. A chaplain appointed to the service while he is in Europe, is entitled to travelling allowance at 8 annas a mile from the metropolis of the Presidency to which he is attached to the first station to which he may be posted.—(*G. I. F. D. No. 2403, dated 16th August 1878.*) But a chaplain, who may receive out of Europe his nomination to Her Majesty's Indian service, is entitled to his personal travelling expenses to the station to which he may first be posted on appointment.—(*G. I. F. D. No. 2144, dated 21st July 1863.*)

[NOTE.—The exceptions to the above rule are—

1. A chaplain on the Bengal establishment who is posted in England to Upper India, who comes out to India *viâ* Bombay, and who receives no orders at Bombay attaching him to any particular station, is entitled to travelling allowance at 8 annas a mile (reduced under the general rules in the case of journeys by rail) for the journeys from Allahabad to the station to which he may first be posted.

2. A chaplain who is on the Bombay establishment, and who is not posted to any station in Upper India, but who comes out to India *viâ* Bombay, may draw travelling allowance at 8 annas a mile (reduced under the general rule in the case of railway journeys) for the journey between Bombay and any station other than the Presidency town of the presidency to which he may receive orders to join direct at Bombay. The amount of such travelling allowance, however, is limited to the amount that would be admissible under the general rules for the journey to that station from the capital town of the presidency or province to which he is attached.—(*G. I. F. D. No. 2403, dated 16th August 1878.*)]

38. The Government of India agree to the grant, in

future, to all subordinates entertained for service in Port Blair and the Nicobars, of a free passage only to and from the settlements, on engagement and dismissal, on the distinct understanding that in each case the concession is certified by the Superintendent to be absolutely necessary.—(*G. I. F. D. No. 346, dated 27th December 1878.*)

39. An Assistant Surgeon in Bengal is entitled for joining his first appointment in any province of the Bengal Presidency to travelling allowance at 4 annas a mile, to be reduced as usual for journeys by railway. —(*G. I. F. D. No. 668, dated 15th February 1879.*)

40. No officer receives travelling allowance for joining a first appointment after furlough or special or extraordinary leave.—(*G. I. F. D. No. 334, dated 23rd February 1845.*)

41. Native medical pupils are allowed a free passage or travelling allowance at the usual rates admissible to their class for journeys to and from the medical college, as well as for joining their first appointment after passing the preliminary examination—(*G. I. F. D. No. 1802, dated 8th July 1869*) ;—and when a free passage cannot be provided they may be allowed their actual expenses within reasonable limits.—(*G. I. F. D. No. 522, dated 25th May 1871.*)

(*f.*)—*Travelling on duty.*

42. An officer entitled to draw travelling allowance while on duty in the interior of his district may, at his option, draw either the mileage rate or the daily rate during the entire period of his absence from his headquarters, but not both.—(*G. I. F. D. No. 487, dated 15th May 1871.*) An officer in camp is entitled to charge to Government the cost of carrying one office tent for himself, one tent for his native establishment while engaged in official work, one tent for his chuprassees, and one for his police guard, in cases where he is entitled to a guard. The carriage of private tents should, as at present, be paid for by the officer himself ; and if the Government tents are used for private purposes, he should pay half the cost of carriage. The travelling allowance paid by Government to civil officers is intended to cover expenses of this character.—(*G. I. Home Dept. No. 164, dated 22nd December 1869.*

43. Deputy Commissioners and Assistant Commissioners, when on duty in the interior of their districts, whether they belong to the Civil, Military, or Uncovenanted service, draw at either 8 annas a mile by dâk and 3 annas a mile by rail, or Rs. 5 a day for the entire period of absence.

44. Extra Assistant Commissioners and Deputy Magistrates and Deputy Collectors of all grades draw travelling allowance at 4 annas a mile by road and 1½ anna a mile by rail, or Rs. 3 a day when they proceed into the interior of their districts on duty.

45. Settlement officers shall draw only one-half of the ordinary travelling allowance when halting at one place beyond a fortnight or a month, according as their duties are confined to one district or more; and in submitting their bills for travelling allowances will particularise the places at which they halt during the month, and the duration of such halt.—(*G. I. F. D. No. 1259, dated 20th March 1857.*)

46. When a Gazetted Uncovenanted officer, for whom no scale of travelling allowance is sanctioned, is absent from his head-quarters on duty, he may draw travelling allowance at 4 annas a mile.—(*G. I. F. D. No. 1561, dated 17th March 1876*)

47. Except with the permission of the Local Government, which should only be given on public grounds, halting allowance may only be drawn when the halt is—

(*a*) on duty, or
(*b*) on an authorised holiday, and
(*c*) may not be drawn for more than ten days at one place, unless, in any case, a longer period is allowed by some general or special order of the Government of India.—(*G. I. F. D. No. 1582, dated 30th June 1877.*)

[NOTE.—The above order should be generally applied; ordinarily it should not be relaxed, except upon the ground that its enforcement would entail upon the officer affected greater expenses (for locomotion only) than are covered by the whole allowance for the journey in which the halt occurs.

Subject to this observation Local Governments and Administrations are authorised—

(1) to empower supervising officers to sanction relaxations of the rule in particular cases; and

(2) to exempt particular classes of officers from its operation in cases where they consider it absolutely necessary; annexing, in either case, such conditions as may appear proper.—(*G. I F. D No. 1185, dated 20th June 1879*)

2 The order limited the grant of halting allowance admissible under any circumstances to ten days and did not extend to ten days any shorter period for which by existing orders such allowances were admissible, and consequently the order does not supersede or in any way affect Financial Department No 565, dated 31st January 1871, granting travelling allowance to Judges in charge of two or more Courts of Small Causes in Bengal for periods during which they are travelling on duty.—(*G. I. F. D. No. 500, dated 22nd May 1879*).

3. The following rule for regulating in certain cases the deputation allowances of Deputy Magistrates and Deputy Collectors in Bengal, and which was extended by the Government of Bengal in Order No. 2777 T, dated 23rd September 1875, to the cases of Additional Munsiffs is approved by the Government of India. This will have the effect of exempting these officers from the operation of the ruling in Government of India No. 1582, dated 30th June 1877 :—

"An officer away from his head-quarters on duty, which does not require constant marching about, will draw full travelling allowance according to the rules in force for the first month of his halt at any one spot and half the allowance for the second and third months. After the third month halting allowance will cease altogether."

4. The order is applicable to "Extra tentage" that obtains in the Madras Presidency, as it is simply travelling allowance under another name.—(*G. I. F. D. No. 1124, dated 28th February 1878.*) But the order is not applicable to the house allowance admissible to subdivisional officers in Bengal under the Local Government's orders of 8th October 1868, as it is not a travelling allowance.—(*G. I. F. D. No. 2618. dated 31st August 1878.*)

48. The allowances of ministerial officers when accompanying their superiors on duty are those laid down in paragraphs 10 and 13.

49. Every officer claiming travelling allowance for proceeding into the interior of his district on duty should obtain the countersignature on his bill of the Commissioner of the Division, or of the Resident Agent, or other officer under whose superintendence the district to which he is attached may be placed—(*G. I. F. D. No. 13, dated the 10th February 1860*)—and a certificate should always be added that the officer was absent on public duty and is entitled to the charge.—(*G. I. F. D. No. 1287A, dated 6th December 1862.*)

(*g.*)—*Travelling allowance to attend examinations.*

50. Public servants in the Civil Department are entitled to travelling allowance when required to leave their stations on account of examinations, attendance at which

is compulsory, and not left to their option. Subject to the condition that travelling allowance is admissible for only two examinations by each standard, an examinee who is not in the receipt of a fixed travelling allowance shall draw mileage at the following rates for the journey to and from the place of the examination.

Covenanted civilians, Chaplains, Commissioned officers of the Army, Uncovenanted servants and Warrant and Non-commissioned officers of the Army holding appointments which are open to, and may in practice be held by, Covenanted civil servants or Commissioned military officers draw at 8 annas a mile by dâk and 3 annas a mile by rail. Other Uncovenanted servants and Warrant and Non-commissioned officers of the Army draw at 4 annas a mile by dâk and 1½ anna a mile by rail.

If it shall appear that a candidate has obviously and culpably neglected the duty of preparing himself for the examination during the period which has been available for the purpose, the Local Government may direct that the travelling allowance to which he would otherwise have been entitled shall be withheld or recovered from him. An examinee who is in receipt of permanent travelling allowance shall draw either that allowance for the period of his authorised absence from his station or the mileage admissible, but not both.—(*G. I. F. D. No. 4425, dated 12th December 1872.*)

51. Police officers, whether covenanted or uncovenanted, not below the rank of Assistant Superintendent of Police, when proceeding to attend at examinations with a title to travelling allowance, shall be allowed 8 annas a mile by dâk and 3 annas a mile by rail.—(*G. I. F. D. No. 1033, dated 11th July 1872.*)

52. A junior civil servant who obtains a reward for proficiency in an Oriental language is permitted to draw, in addition to the reward, travelling allowance at the usual rates for journeys exceeding 5 miles to and from the place of examination; or, instead of this mileage allowance, he may, if in receipt of a fixed monthly district travelling allowance, draw the latter for the period of the leave granted to him before and after the examination. But military officers in civil employ who receive rewards on the superior scale authorised for military officers cannot draw travelling allowance.—(*Civil Account Code, paragraph 7 (c), chapter II.*)

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53. Members of the Subordinate Medical Department, including Hospital Assistants, Hospital Apprentices, and Native Medical Pupils, proceeding to any station other than their own for the purpose of undergoing an examination for promotion to a higher grade, will be entitled to a free passage to their destination and a free return passage, if the examination be successfully passed. If they fail to pass, however, they must defray the expenses of their passage back to the stations whence they came. When necessitated to march, in the absence of any other mode of conveyance, these medical subordinates will be entitled to the field allowance and batta prescribed for their grades in G. G. O. No. 550 of 1868.—(*G. I. F. D. No. 1561, dated 28th February 1872.*)

[NOTE.—The rate of travelling allowance for Hospital Assistants employed in the Civil Department, when proceeding to attend departmental examinations, is 2 annas a mile by road and the accommodation sanctioned for ministerial officers in paragraph 10 by rail.—(*G. I. F. D. No. 489, dated 25th January 1878.*)

54. When a Surgeon of the Indian Medical Service attached to the Civil Department is required to attend the examination for promotion to the rank of Surgeon-Major under the provisions of G. G. O. No. 580, dated 4th June 1875, he is entitled to travelling allowance at 8 annas a mile by road and 3 annas a mile by rail, provided that he is not in receipt of a fixed travelling allowance. The travelling allowance is chargeable to Imperial or Provincial revenues to which the salary of the Surgeon is debited.—(*G. I. F. D. No. 1968, dated 25th March 1878.*)

(*h.*)—*Travelling allowance on deputation to special duty.*

55. An officer may draw pay and allowances for any time that he may spend beyond the limits of his jurisdiction with the sanction of the Government which he serves, and such sanction does not require the confirmation of the Government of India unless it involves extra expenditure chargeable to Imperial revenues.—(*Para. 4, Chap. 2 of Civil Account Code.*)

56. Each Local Government and each Department of the Government of India is competent to sanction the grant to an officer deputed to serve on a commission of special enquiry assembled at a distance from his headquarters of deputation allowance equal to one-fifth of his

salary up to a maximum of Rs. 10 a day for the entire period of his absence from head-quarters on such duty, in addition to actual travelling expenses.—(*G. I. F. D. No. 206, dated 17th January 1879.*)

57. The deputation allowance of an uncovenanted officer, deputed to a distance for a long period on special duty, should not exceed Rs. 3 a day with travelling allowance.—(*G. I. F. D. No. 457, dated 24th January 1878.*)

[NOTE.—This order does not apply to cases for which the existing travelling allowance rules make provision, and does not therefore affect those rules.—(*G. I. F. D. No. 2377, dated 23rd August 1878.*)]

58. Local Governments and Agents, Governor General, for Rajpootana and Central India are empowered to grant a deputation allowance not exceeding Rs. 10 a day for periods of absence from their stations, besides actual travelling expenses, to officers subordinate to them deputed to attend upon Native Chiefs or other distinguished personages on journeys. The Government of India will exercise this power in respect of officers not subordinate to any of the aforesaid authorities.—(*G. I. F. D. No. 1239, dated 27th June 1878.*)

59. When an officer of the Financial Department is deputed by sufficient authority to attend any committee at a distance from his own station, he should be allowed, as if he were on inspection duty, his *bonâ fide* travelling expenses, and in addition thereto deputation allowance at the rate of Rs. 5 a day during the period of his absence from head-quarters. *Bonâ fide* expenses in such cases do not include the cost of carriage and horses, or carriage hire at the station to which he is deputed. Such deputations should be reported to the Government of India.—(*G. I. F. D. No. 3566, dated 24th October 1876.*)

60. Examiners conducting pleadership and other examinations summoned away from their head-quarters on duty should be permitted to draw travelling allowance under the ordinary rules, and a deputation allowance of Rs. 10 for every night spent out of their respective stations. This order does not apply to the University examinations, which are not ordered by Government, but are voluntary and are conducted by an independent body.—(*G. I. F. D. No. 1576, dated 23rd March 1877.*)

[NOTE.—The grant of travelling allowance to the Calcutta University Examiners has been discontinued by *G. I. F. D. No. 101, dated 26th April 1870.*]

61. Officers of the Financial Department deputed on inspection duty to visit local treasuries are entitled to *bonâ fide* travelling expenses and a deputation allowance of Rs. 5 a day for the entire period of absence from their head-quarters.—(*G. I. F. D. No. 7517, dated 30th December 1874.*) When a clerk is deputed to inspect a treasury he may be granted a similar allowance, but a clerk should not be deputed on such duty save under special circumstances and with consent of the Local Government.—(*G. I. F. D. No. 1863, dated 30th June 1875*)

[NOTE.—But a clerk in civil account office deputed from his head quarters on any duty other than that of inspecting treasuries is entitled to travelling allowance at $\frac{3}{10}$ths of his salary or 4 annas a mile, provided that both allowances are not drawn for the same day, and that his allowances for journeys by railway and voyages by sea or river shall be regulated by the rules for members of office establishments generally.—(*G I F. R No 4030, dated 9th November 1878*)]

(*i.*)—*Travelling allowance in miscellaneous cases.*

62. A Lieutenant-Governor retiring from office and leaving India shall be allowed a special carriage at the public expense for his journey in India which he may perform by railway. The travelling allowances of the members of his family and suites will also be borne by the State.—(*G. I. F. D. No. 70, dated 31st March 1874.*)

63. A public officer, who is entitled to travelling allowance on a specified scale for travelling within his jurisdiction on the ordinary duties of his office, shall be permitted to draw such travelling allowance for obeying a summons to attend a Chapter of the Star of India, and any other public officer summoned to attend such Chapter shall be reimbursed his actual travelling allowances for the journey between his station and the place where the Chapter is held on bills supported by declarations in the following terms:—(*G. I. F. D. No. 1193, dated 29th February 1876*)

—"I hereby certify that the amount above charged was actually expended by me for the journey from to and that it includes no charge for travelling expenses of any member of my family, or for hotels, dâk bungalows, refreshments, or for the carriage of stores

64. When any public officer is compelled to leave his station where there is no medical officer to procure medical advice, he may draw travelling allowance at the

ordinary rates to and from the station where the nearest civil medical officer is located. Bills for travelling allowance drawn under this rule must be countersigned by the medical officers consulted, who must certify that the journey was in his opinion absolutely necessary. The supervising officers must take care that no undue advantage is taken of this privilege. Halting allowance may not be drawn while the officer is at the medical officer's station, and if the absence of the sick officer from his station be prolonged, he should be required to take leave on medical certificate.—(*G. I. F. D. No. 1457, dated 8th March 1877.*)

65. A subaltern in civil employ is entitled to passage money when proceeding to England on medical certificate debitable to the Department from which he draws his furlough pay.—(*G. I. F. D. No. 5950, dated 30th September 1874.*) But if the Military department are able to find room for him, he may in lieu of such passage money be provided with free passage for himself and family from Bombay to England in one of Her Majesty's troop-ships. In such case the officer is entitled also to free passage for himself and his family by railway to Bombay under the rules in the Military Department applicable to subalterns in military employ. —(*G. I. F. D. No. 2006, dated 9th July 1875.*)

[NOTE.—Other officers such as uncovenanted Medical Officers, who rank with subalterns when they belong to Her Majesty's Indian Service, are also entitled to the same privilege.]

66. When a public officer in civil employ is required by competent authority to leave his head-quarters on behalf of Government in a Court-Martial or in a suit in Civil Court, he shall receive travelling allowance to which he is entitled under rule for travelling in the performance of the duties of his office.—(*G. I. F. D. No. 3483, dated 18th October 1878.*)

67. Subordinate Magistrates travelling in connection with railway cases are entitled to actual railway fares for themselves in addition to their permanent travelling allowances and for a clerk and peon, but they are not entitled to free railway passes.—(*G. I., Home, Revenue, and Agricultural Department, No.* $\frac{18}{1332}$, *dated 22nd December 1880.*)

PART II.

SPECIAL RULES.

SECTION I.

Diplomatic, Administrative, and General Departments.

1. Officers in the Political Department are entitled to the following scale of allowances for travelling on duty:—(*G. I. F. D. No. 1142, dated 24th February 1873*, and *No. 1050, dated 3rd March 1880*)

	At Rs.	
Agent, Governor General, Rajputana	15	Per diem for 4 months in the year.
Agent, Governor General, Central India	15	ditto 4 do. ditto.
Political Agent, Mandalay	7	ditto 1 month ditto.
do. do. Oodeypore	7	ditto 3 months ditto.
do. do. Jeypore	7	ditto 1 month ditto.
do. do. Jodhpore	7	ditto 4 months ditto.
do. do. Gwalior	7	ditto 1 month ditto.
do. do. Baghelcund	5	ditto 4 months ditto.
do. do. Bundelcund	5	ditto 2 do. ditto.
do. do. Bhopal	5	ditto 2 do. ditto.
do. do. Bhopawar	5	ditto 3 do. ditto.
do. do. Bhurtpore	5	ditto 3 do. ditto.
do. do. Haraoti	5	ditto 4 do. ditto.
do. do. Munnipore	7	ditto 3 do. ditto.
do. do. Western Malwa	...	Rs. 800 a year.
do. do. Goopa (including that of the Surgeon)	...	Rs. 600 a year.
2nd Assistant at Indore	5	Per diem for 4 months in the year.
3rd Assistant at Indore	5	ditto 4 do. ditto.
Assistant, Maunpore	5	ditto 4 do. ditto.
1st Assistant, Aboo	5	ditto 4 do. ditto.
2nd and 3rd Assistants, Aboo	5	ditto 4 do. ditto.
Assistant at Sujangarh	7	ditto 4 do. ditto.
Political Superintendent at Sirohi	6	ditto 4 do. ditto.
Assistant at Banswarra	5	ditto 2 do. ditto
Assistant at Kotra	5	ditto 3 do. ditto
Assistant at Kherwarra	5	ditto 3 do. ditto
Joint Commissioner at Ladakh	7	ditto 6 do. ditto
1st Native Attachee, Indore	5	ditto 4 do. ditto
Native Assistant, Indore	5	ditto 4 do. ditto

2. The Government of India ruled that the lump sum assigned by the Resolution of 1873 was intended to cover

the entire travelling expenses of the officers of the Central Indian Agency. Mileage rates may be charged under orders from the Agent, Governor General, by the Political Officers named in the Resolution for journeys at 8 annas a mile by road and 3 annas a mile by rail, provided that both rates are not charged for the same day.—(*G. I. F. D. No. 1332, dated 21st June 1879.*)

3. The Resident at Hyderabad must be reimbursed the travelling expenses he incurs while on tour, subject, except when he makes a rapid journey for a special purpose not as a part of the tour, to a maximum limit of Rs. 15 a day for the period of his tour. His bills for travelling allowances need not show details, but should be supported by declaration in the following terms: "I certify that I have actually paid the amount of this bill on account of my personal travelling expenses." —(*G. I. F. D. No. 2131, dated the 31st July 1877.*)

4. The Native Attaché attached to the Rajputana Agency draws while on tour with the Agent at Rs. 5 a day.—(*G. I. F. D. No. 729, dated 24th May 1879.*)

5. The Officiating British Joint Commissioner at Leh is allowed to draw the allowance of Rs. 7 per diem in addition to the local allowance of Rs. 150 per mensem sanctioned in Foreign Department No. 1879 P., dated 22nd August 1873.—(*G. I. F. D. No. 2515, dated 7th November 1878.*)

6. The Commissioner of Ajmere is entitled to a fixed travelling allowance of Rs. 150 per month.—(*G. I. F. D. No. 423, dated 30th March 1878.*)

7. Subject to the general rules as to the circumstances under which travelling allowance may be drawn and the conditions under which travelling allowance at daily rates may be exchanged for mileage, the Resident at Nepal is entitled to travelling allowance at Rs. 5 a day for periods of absence from head-quarters on duty.—(*G. I. F. D. No. 881, dated 19th February 1880.*) He is allowed to draw travelling allowance at mileage rate for the journey between Segowlie and Katmandoo. (*G. I. F. D. No. 1567, dated 10th July 1879.*)

8. If Oodeypore is considered the head-quarters of the Political Agent, Banswarra, he may, during his absence from that place, draw travelling allowance at the sanctioned rates in accordance with the prescribed rules. —(*G. I. F. D. No. 2994, dated 10th September 1877.*)

9. The Agent, Governor General, Rajputana, is authorised to pass travelling allowance to the Assistant at Sujangarh for any period for which it may seem to him proper and necessary so long as provision can be made within the budget allotments of his Administration.—(*G. I. F. D. No. 1109, dated 9th May 1879.*)

[Travelling allowance for Political Officers in the Frontier has been fixed at Rs. 100 per month.—(*G. I. F. D. No. 2208, dated 14th August 1879.*)]

10. The Cantonment Magistrate, Gwalior, draws travelling allowance at 8 annas a mile when moving from Gwalior to Sepree, and Rs. 5 per diem during his stay at the latter place.—(*G. I. F. D. No. dated 31st December 1864.*)

11. The Commissioner of the Aushtogram division holding sessions in the Coorg district draws usual mileage allowance for his journey to and from Coorg.—(*Commissioner of Coorg's Circular No. 21, dated April 1863.*)

12. The Superintendent of Coorg draws travelling allowance at Rs. 10 a day while absent from head-quarters, excepting for the period of his stay at Fraserpett.—(*G. I. F. D. No. 1430, dated 12th March 1869.*)

13. The Assistant Superintendent of Coorg draws travelling allowance like the Superintendent.—(*G. I. F. D. No. 2102, dated 19th April 1871.*)

14. The Second Assistant Superintendent of Coorg draws travelling allowance at Rs. 5 a day when travelling on duty at a distance of more than 5 miles from his head-quarters, subject to the general rule as to the duration of a halt in one place. The option of a mileage rate of travelling allowance is not allowed to this officer.—(*G. I. F. D. No. 992, dated 7th March 1881.*)

15. An officer of the Coorg Administration is entitled to travelling allowance at double rates on furnishing a certificate to the effect that the daily rate of hire of a two-bullock cart is one rupee or more; and to an addition of 25 per cent. on furnishing a certificate to the effect that the hire is between 12 annas and 1 rupee.—(*G. I. F. D. No. 1804, dated 19th March 1878.*)

16. Mileage rates are abolished for officers employed in Turkish Arabia and the Persian Gulf. The Resident is entitled to a daily rate of Rs. 10 and the Assistant to the Resident and the Residency Surgeon Rs. 5. It is

also ruled that they shall be exempted from the operation of the rule prescribed in the resolution No. 1582, dated 30th June 1877, which limits the period during which travelling allowance may be drawn during halts, on condition that any officer claiming exemption from that rule must certify to the best of his belief that the whole allowance drawn for the journey does not exceed its actual cost for locomotion only.—(*G. I. F. D. No. 3992, dated 29th November 1879.*)

17. The General Superintendent, Horse-breeding Operations, is entitled to a deputation allowance of Rs. 10 a day, when away from head-quarters and to *bonâ fide* travelling allowances.—(*Government of India, Military Department, No. 508, dated 19th July 1876.*)

18. Assistant Superintendents of Horse-breeding Operations are entitled to a daily allowance of Rs. 5 in addition to mileage when compelled to proceed by dâk or rail while their camp travels by marches, a certificate being submitted by them that such a course was necessary.—(*Vide letter received from Accountant General, Punjab, No. 13080, dated 6th October 1879.*)

19. The Superintendent of Irrigation, Ajmere, is allowed to draw travelling allowance at one rupee a day while absent from his head-quarters.—(*G. I. F. D. No. 226, dated 17th January 1880.*)

20. The Superintendent of Revenue Surveys, Coorg, draws Rs. 7 per diem in addition to mileage. (*G. I. F. D. No. 3093, dated 30th December 1875.*)

SECTION II.

Survey Department.

Officers employed in the Great Trigonometrical, Topographical, and Revenue Surveys, draw travelling allowance under the following rules :— Financial Department No. 704, dated 22nd February 1866.

I.—The Surveyor General shall receive Rs. 10 per diem (*Financial Department No. 603, dated 23rd June 1868*), and the Deputy Surveyor General Rs. 8 per diem, when absent from head-quarters at Calcutta. Financial Department No. 1314, dated 8th July 1866.

[*N. B.*—The Surveyor General is permitted to charge the usual mileage when actually on the move, and Rs. 10 during halts.—*Financial Department No. 452, dated 21st January 1870.*]

II.—Military officers of the grades of Deputy Superintendent and Assistant Superintendent should draw travelling allowance at the rates of Rs. 5 and Rs. 4 per diem, respectively, when in the field.

III.—Uncovenanted officers in charge of survey parties will receive travelling allowance of Rs. 5 per diem; and Surveyors, 1st grade, will receive Rs. 4 per diem; Surveyors, 2nd and lower grades, and Assistant Surveyors, will receive Rs. 3 per diem while in the field.

[The Surveyor General is authorised to pass at his discretion full or half travelling allowances to officers of the Survey Department while halting at one place for more than 10 days.—*G. I. F. D. No. 1185, dated 20th June 1879.*]

IV.—Travelling or deputation allowances will not be granted when mileage allowances or railway fare are drawn.

V.—Mileage allowance for journey on duty will be regulated on the following scale:—

	By dâk.	*By rail.*
Commissioned Military Officers and Uncovenanted Officers of rank not lower than that of Surveyors of the 1st grade .	8 as. a mile	3 as. a mile.
Surveyors of the 2nd and lower grades and Assistant Surveyors	4 as. a mile	2 as. a mile.
Sub-Surveyors, Military Medical Subordinates, and members of office establishments on monthly salaries of not less than Rs. 50	2 as. a mile	2nd class fare.
Less than Rs 50, but not less than Rs. 12	1½ as. a mile	Allowances admissible to members of office establishments.—(*G. I. F. D. No. 991, dated 15th February 1875.*)
Less than Rs. 2 Jemadars, tindals, signallers, measurers, guards, chaprassees, khalassees, and other inferior servants on monthly salaries of less than Rs. 12 .	1 anna a mile	

VI.—Officers travelling on duty by rail, when obliged to carry their tents with them, are permitted to charge the actual cost of carriage (by goods train) in a *bonâ fide* contingent bill, supported by a voucher of the necessity to send the tents by rail and, by a declaration that the amount of camp equipage and baggage of all

descriptions for which carriage is charged, does not exceed 35 maunds for an officer in charge of a survey party; 25 maunds for an Assistant Superintendent and a Surveyor; and 15 maunds for Assistant Surveyors. The countersignature of the Superintendent of the branch of the survey to which the Surveyor belongs will be requisite for these bills.

VII.—As an exceptional arrangement, officers when travelling on duty and taking their horses with them, the necessity for so doing being fully explained and admitted on each occasion, may recover the actual railway charge incurred on this account in a *bonâ fide* contingent bill, countersigned as in the preceding rule. In no case will more than two horses be allowed to be thus carried at the public expense for an officer in charge of a survey party, nor more than one horse for an assistant, whether military or civil. Under ordinary circumstances all horses should be sent to their destination by ordinary roads.

VIII.—The rules for journeys by sea or river are laid down in *Financial Department No. 2112, dated 7th August 1880.*

[Rule 1 and Rules IV to VIII are applicable to Deputy Surveyors General.]

IX.—Engineer officers proceeding to join the Department from the Sappers, Surveyors joining from the Civil Engineering Colleges, and Assistant Surveyors from colleges or schools will be granted travelling allowance at the mileage rates.

* * * * * * *

XIII.—When the local travelling expenses are unusually great, Surveyors will be allowed to set aside a moiety of their ordinary travelling allowance to defray the expenses of providing camp equipage and extra servants, and they may recover, by *bonâ fide* contingent bills, whatever expenditure on account of carriage they may necessarily incur in excess of the remaining moiety of the allowance: provided always that the weight of camp equipage and baggage of all descriptions does not exceed 35 maunds for a Deputy Superintendent; 25 maunds for an Assistant Superintendent and Surveyor; or 15 maunds for an Assistant Surveyor, in districts where cart, camel, elephant, or bullock carriage are procurable,

and that it does not exceed half those weights in districts where it may be necessary to employ coolies.

XIV.—Sub-Surveyors, apprentices, military medical subordinates, and members of office establishments (with the exception of inferior servants, such as jemadars, tindals, signallers, measurers, guards, chuprassees, and khalassees) are entitled to field allowance at $\frac{3}{10}$ths of salary while actually in the field.—(*G. I. F. D. No. 991, dated 15th February 1875.*)

XV.—The provisions of Rule XIII are extended to apothecaries, native surveyors, writers, and doctors—the weight of camp equipage and baggage of all descriptions being limited (in districts where ordinary carriage is procurable) to 10 maunds for an apothecary, to 8 maunds for native surveyors, writers, and doctors, whose salaries amount to Rs. 50 a month and upwards, and to 5 maunds for those whose salaries are less than Rs. 50; but in districts where it may be necessary to employ coolies, baggage and camp equipage must be limited to half the above-mentioned weights.

XVI.—When officers of the Survey Department are required to travel by rail, equipped for the field, they will be permitted to take with them at the public expense the number of servants allowed to be taken when similarly proceeding on duty by river steamers or sea-going vessels.

The practice hitherto of supplying camp equipage, and carrying the camp equipage and luggage of writers in the topographical and trigonometrical survey at the public expense will cease under the new rules.

2. The travelling and other allowances to Hospital Assistants of the Madras and Bombay Presidencies who may be attached to survey parties under the Government of India should be regulated by the rules in force in their respective presidencies.—(*Government of India, Department of Revenue, Agriculture, and Commerce, No. 100, dated 19th February 1879; Government of India, Financial Department, No. 977, dated 26th February 1879.*)

3. The travelling allowances of the Personal Assistant to the Surveyor General shall be regulated by his position as an officer in the graded list of the Survey Department.—(*G. I. F. D. No. 469, dated 31st January 1879.*)

4. The Government of India have sanctioned the continuance of the practice hitherto in force in the Survey Department of defraying a portion of the travelling expenses of menials attached to survey parties when proceeding to their homes at the end of a field season and returning to rejoin at the commencement of the next field season.—(*Government of India, Home, Revenue, and Agricultural Department, No. 139, dated 9th April 1880.*)

Archæological Survey.

5. The Director General of Archæological Surveys draws travelling allowance at Rs. 10 a day and his assistants at Rs. 5 a day.—(*G. I. F. D. No. 681, dated 27th May 1871.*)

6. The Director General of Archæological Surveys is authorised to pass at his discretion full or half travelling allowances to himself and the other officers of the Department while halting at one place for more than 10 days.—(*G. I. F. D. No. 2166, dated 11th August 1879.*)

SECTION III.

Inland Customs Department.

The officers of the Inland Customs Department are entitled to the under-mentioned travelling allowances when either absent from their head-quarters or their standing camps on duty.—(*G. I. F. D. No. 2996, dated 30th September 1878.*)

(1.) The Commissioner, a permanent allowance of Rs. 250 a month.

(2.) The Deputy Commissioners, Assistant Commissioners, and Collectors, Rs. 5 a day for periods of absence from head-quarters, and for periods not exceeding 7 days in each month of halt at head-quarters, but away from a standing camp, or 8 annas a mile travelled.

(3.) Patrols and Inspectors, Rs. 3 a day for periods of absence from head-quarters or 4 annas a mile travelled.

(4.) Other officers and employés, including members of office establishments, $\frac{3}{10}$ths of salary up to a

maximum of Rs. 3 a day or actual expenses (the nature of which will be determined by the countersigning officer) up to a maximum of 4 annas a mile travelled.

As regards the circumstances under which travelling allowance can be claimed, the scale of allowances for journeys by rail and voyages by steamer, the maximum period of halt away from head-quarters and on other points not provided for in the foregoing rule, the officers in the Inland Customs Department will be subject to the general rules applicable to officers in civil employ.

[NOTE.—The allowances by rail of ministerial officers in the Inland Customs Department on transfer from one appointment to another are the same as those for members of office establishments generally.—(*G. I. F. D. No. 1318, dated 18th March 1879.*)

NOTE (2).—Subject to the provisions of Rule 1, Assistant Inspectors of Inland Customs Department are entitled to travelling allowance at Rs. 2 a day for periods of absence from head-quarters or 4 annas a mile travelled.—(*G. I. F. D. No. 83, dated 10th January 1881.*)]

SECTION IV.

Subordinate and Ministerial Officers.

1. Ministerial officers on the establishment of the office of Superintendent of Coorg are entitled to half salary as batta, as in Berars.—(*G. I. F. D. No. 1895, dated 25th April 1867.*)

2. When any person is employed temporarily by competent authority as an extra servant on any establishment, he is entitled to travelling allowance under the rules applicable to public servants of corresponding rank employed permanently on that establishment.—(*G. I. F. D. No. 2375, dated 16th August 1878.*)

3. On occasions of temporary absence from their head-quarters, the clerks in the office of the General Superintendent and the Assistant Superintendent of Horse-breeding Operations may be allowed either $\frac{3}{10}$ths of their salaries or 4 annas a mile travelled, and the inferior servants in those offices may be allowed $\frac{3}{10}$ths of their salaries, provided that no clerk shall be permitted to draw the mileage and the allowance of $\frac{3}{10}$ths of salary for the same day. (*G. I. F. D. No. 3906, dated 8th November 1878.*)

4. For periods of absence from head-quarters the

members of the Nepal Residency establishment are entitled to $\frac{3}{10}$ths of salary or actual travelling expenses up to 4 annas a mile for clerks and others in superior service, and 1 anna a mile for inferior servants.—(*G. I. F. D. No. 881, dated 19th February 1880.*)

5. Members of office establishments in Mysore are entitled to, if in superior service, actual expenses within a limit of 4 annas a mile; if in inferior service, 1 anna a mile.—(*Mysore Chief Commissioner's No. 178, dated 7th November 1878.*)

6. Peons of the Muscat Agency are entitled to 4 annas a day while travelling by sea.—(*G. I. F. D. No. 1296, dated 26th June 1877.*)

SECTION V.

Financial Department.

1. Officers of the Financial Department on transfer draw 8 annas a mile by dâk and 3 annas a mile by rail.—(*G. I. F. D. No. 5166, dated 16th October 1863.*)

[NOTE.—When an enrolled officer of the Financial Department is entitled to travelling allowance on transfer from one appointment to another, the amount may, at the discretion of the head of the office which he is quitting, be paid to him in advance. No advance of pay may be given in such cases except under special authority of the Government of India or the Comptroller General.—(*G. I. F. D. No. 3630, dated 27th October 1876.*)]

2. No officer of the Financial Department above the 6th class is entitled to conveyance charge for visiting the Currency Reserve Treasury, but such charge may be allowed to an officer who has hitherto drawn it. —(*G. I. F. D. No. 3516, dated 24th October 1878.*) Those attached to the office of the Comptroller General on outside audit work draw at Rs. 25 a month.—(*G. I. F. D., No. 198, dated 11th January 1873.*)

SECTION VI.

Thuggee Department.

The General Superintendent of Thuggee Operations draws travelling allowance like the Inspector General of Police.—(*G. I. F. D. No. 2116, dated 20th April*

1864.) The Second Assistant at Julnah draws at Rs. 5 a day.—(*G. I. F. D. No. 2122, dated 31st August 1865.*)

SECTION VII.

Education Department.

1. Mr. Price, the Director of Public Instruction in Mysore, is entitled to draw travelling allowance at 8 annas a mile and Rs. 5 for halts away from head-quarters, subject to the usual restrictions as to the number of halts. The allowance for his substitute or successor to be Rs. 4 per day.—(*G. I. F. D. No. 2926, dated 14th September 1878.*)

2. Deputy Inspectors of Schools, Ajmere, shall in future be entitled to travelling allowance at one rupee a day for periods of absence from head-quarters on duty, and when they travel rapidly they may exchange that allowance for mileage.—(*G. I. F. D. No. 3505, dated 31st October 1879.*)

3. Inspectors of Schools in Coorg are allowed Rs. 4 a day or 8 annas a mile for journeys, and Rs. 4 a day for the first 10, or with the sanction of the Director of Public Instruction, the first 16 days of *each* halt away from head-quarters, subject to the proviso that the daily allowance and the mileage cannot be drawn for the same day.—(*G. I. F. D. No. 279, dated 19th November 1879.*)

SECTION VIII.

Medical Officers.

The Surgeon of the Central India Agency when travelling with the Agent draws Rs. 5 per diem.—(*G. I. F. D. No. 1347, dated 14th July 1865.*) The Surgeon of the Rajpootana Agency draws at the same rate. The Surgeon of the Political Agency at Turkish Arabia draws travelling allowance at 8 annas a mile or Rs. 5 per diem.

2. The officer in medical charge of the camp of a Lieutenant-Governor on tour is entitled to travelling allowance either at Rs. 5 a day or at 8 annas a mile for the whole period of tour unless he performs any part of the tour

at the rate of more than 50 miles a day, in which case he is entitled to 8 annas a mile for every day on which he travels more than 50 miles a day, and to the choice between that allowance and the daily allowance of Rs. 5 for the rest of the tour. The mileage must be reduced for journeys by rail. The travelling allowance must clearly be withheld for any period during which an officer travels at the expense of Government.—(*G. I. F. D. No. 4159, dated 26th October 1875.*)

3. The rates of travelling allowance for Civil Surgeons are 8 annas a mile, subject to reduction under general rules for journeys by railway, and Rs. 5 a day, except in the Melghat in Berar, where the rate is Rs. 6-4 a day.

II.—The Local Government may impose restrictions upon the duration and frequency of the journeys of a Civil Surgeon.

III.—A Civil Surgeon may draw while halting daily allowance, and while travelling either mileage, or if specially permitted by the district officer daily allowance: provided that daily allowance may in no case be drawn for any day on which travelling allowance is drawn.—(*G. I. F. D. No. 177, dated 24th April 1880.*)

4. When a Civil Surgeon is required to go beyond the limits of his charge in order to appear as a witness in any judicial proceeding, he shall draw both the salary of his office and the local allowances attached thereto without prejudice to the claim of his *locum tenens* to draw these allowances.—(*G. I. F. D. No. 1905, dated 29th March 1877.*)

5. Uncovenanted Medical Officers in charge of civil stations draw travelling allowance at the same rates and under the same conditions as Covenanted Civil Surgeons. —(*G. I. F. D. No. 2295, dated 25th April 1867.*)

6. Assistant Surgeons when attending upon public officers and establishments in districts or outstations draw 4 annas a mile and $\frac{3}{10}$ths of their salaries. When transferred from one appointment to another they draw 4 annas a mile by road and 1½ anna a mile by rail. When visiting dispensaries they draw at the same rate.

7. The rate of travelling allowance of Hospital Assistants when transferred from one appointment to another

is 2 annas a mile by road and actual fare by rail or steamer.—(*G. I. F. D. No. 2233, dated 31st August 1872.*) The rate when proceeding on duty more than 5 miles from head-quarters to conduct a *post mortem* examination is the same.—(*G. I. F. D. No. 1962, dated 25th March 1873.*) When proceeding to attend departmental examinations, 2 annas a mile by road and railway fare on the scale sanctioned for ministerial officers.—(*G. I. F. D. No. 489, dated 25th January 1878.*) Hospital Assistants attached to the Geological Survey Department proceeding on duty to the field and returning to station are entitled to actual fare by rail or steamer and 2 annas a mile by road.—(*G. I. F. D. No. 1027, dated 14th June 1879.*) Local Governments are competent to authorise any rates of travelling allowance to Hospital Assistants when deputed to the interior of districts, or when ordered to proceed by dâk, not exceeding the rates authorised for ministerial officers of corresponding rank or pay in the Civil Department.—(*G. I. F. D. No. 522, dated 25th May 1871.*)

8. A Warrant Medical Officer holding an appointment in the Survey Department under the Government of India is entitled to travelling allowance under the rules prescribed for that department. A Warrant Medical Officer holding any other civil appointment for which a scale of travelling allowance has been specifically sanctioned by the Government of India is entitled to travelling allowance on that scale. Any other Warrant Medical Officer in civil employ is entitled, subject to the general rules for officers in civil employ, to travelling allowance at $\frac{3}{10}$ths of the pay of his grade for periods of his absence from his head-quarters, or at 4 annas a mile travelled, provided that the allowance shall not be drawn at both rates for same day.—(*G. I. F. D. No. 3037, dated 20th December 1878.*)

9. Local Governments and Administrations are empowered to sanction for Compounders and Dressers in civil employ, travelling allowance at rates not exceeding those prescribed for members of office establishments.—(*G. I. F. D. No. 3021, dated 30th September 1878.*)

10. Hospital Assistants* employed in the Civil Depart-

* By Hospital Assistants in this order are meant Military Hospital Assistants, *i.e.*, those who belong to the Military Branch of the Subordinate Medical Service and are subject to Military rules in respect of leave and pension.—(*G. I. F. D. No. 1820 dated 12th December 1879.*)

ment are entitled to the same advantages as those with regiments in regard to travelling allowances when proceeding on sick leave.—(*G. I. F. D. No. 6479, dated 10th November 1874.*) The rules regarding the travelling allowances of Hospital Assistants proceeding on sick leave from corps or regiments are as follows (*G. I. F. D. No. 2457, dated 13th August 1875*) :—

(*a.*)—General Order, Military Department, No. 364, dated 8th April 1868 (*Gazette of India dated 11th April 1868, p. 541*) rules that native commissioned and non-commissioned officers and soldiers of the native army are entitled to free conveyance when travelling from station to station by railway and Government steamers on medical certificate, whether in the Presidency to which they may belong or beyond its limits.

(*b.*)—General Order, Military Department, No. 1061, dated 15th November 1870 (*Gazette of India dated 19th November 1870, p. 778*) quotes letter of Secretary of State (No. 241, dated 6th October 1870) authorising the grant to the same class of officers on sick leave of a free conveyance by private steamer, whether by river or sea, if no Government steamer be available, and if it be certified by the Medical Officer that a passage by that route is absolutely necessary.

(*c.*)—General Order by the Commander-in-Chief, No. 237, dated 5th September 1870, extends, with the sanction of Government, the provisions of the order No. 364 of April 1868 in *clause* (*a*) above to Native Doctors attached to corps.

(*d.*)—General Order by the Commander-in-Chief, No. 195, dated 2nd August 1872, extends the indulgence of a free conveyance with return passage by railway to the above-mentioned classes of officers who may have proceeded to their homes on leave on medical certificate.

(*e.*)—Paragraph 15 of the regulations for the transport of troops by railway (published by the Quarter Master General of the Bengal Army

in 1871) rules that "Apothecaries, Hospital Assistants and Native Doctors are to be provided with seats in second class carriages" when proceeding by rail.

(*f.*)—Hospital Assistants are not entitled to any allowance when travelling to their homes by road.—(*G. I. F. D. No. 2457, dated 13th August 1875.*)

11. The deputation allowance of Rs. 5 a day sanctioned in Financial Department No. 1336, dated 23rd June 1877, for Veterinary Surgeons attending horse fairs is admissible to them while on duty at the fairs and not for the period occupied by the journeys to and from fairs. For their journeys they are entitled to travelling allowance.—(*Financial Department No. 273, dated 13th August 1880 to the address of the Comptroller General.*)

12. Vaccinators in Coorg are entitled to a batta of Rs. 3, and Inspectors of Rs. 10, per month.—(*G. I. F. D. No. 1455, dated 16th March 1877.*)

SECTION IX.

Police Officers.

The following are the rates of travelling allowance of Police Officers:—

	Rs.
Inspector General	10 a day.
Deputy Inspector General	6 „
District Superintendent	5 „
Assistant District Superintendent . . .	4 „

[NOTE.—Officers of a lower rank officiating for officers of a higher rank are entitled to draw the allowance of the higher rank. But officers only temporarily in charge of the higher officer can only draw the allowance of their substantive rank, except as provided in the next para.—(*G. I. F. D. No. 704, dated 31st May 1871.*)

2. An Assistant Superintendent of Police in independent charge of a district, whether permanently or temporarily, is authorised to draw travelling allowance as if he were a District Superintendent of Police.—(*G. I. F. D. No. 2426, dated 31st August 1878.*)

3. The Assistant Inspector General of Railway Police draws a travelling allowance of Rs. 8 for every night

he is absent from head-quarters on duty.—(*G. I. F. D. No. 1144, dated 10th June 1871.*)

4. A halt of more than a week entails reduction of the allowance by one-half, and when a halt exceeds a fortnight the allowance ceases altogether; but when a Police Officer is compelled to halt for a period exceeding that for which halting allowance is claimable, in order to superintend arrangements at fairs, durbars, exhibitions, &c., he may be allowed to draw the full halting allowance on these occasions, provided he attaches to his bill a certificate countersigned by the Magistrate of the district in which the fair or durbar was held to the effect that his presence at the place was necessary.—(*G. I. F. D. No. 201G., dated 8th January 1863, and No. 1835, dated 9th April 1867.*)

5. The following rules regulate the travelling allowances on occasions of temporary absence from head-quarters on duty of Police Officers above the rank of Inspectors throughout India, except in the Bombay Presidency, where different rates prevail:—

I. An officer is entitled to travelling allowance at the authorised daily rate for every day that he is absent from head-quarters;

II. If on any day an officer travels 20 miles or more he is entitled for that day, in lieu of the daily rate, to the authorised mileage rates. Mileage rates may also be drawn for the whole of a continuous journey of 20 miles or more, even though it occupies parts of different days, provided that the daily rate may not be drawn for a journey for which mileage rates are so charged;

III. An officer when obliged to carry with him tents, horses, and orderlies by river steamer or railway may recover the actual cost of their carriage up to the following limits:—

	Weight of Tents. Maunds.	No. of Tents.	No. of Orderlies.
Inspector General . .	35	3	4
Deputy Inspector General .	35	3	2
District Superintendent or Assistant Superintendent	25	2	1

If the destination of an Inspector General is more

than 50 miles from his head-quarters he may also charge freight of one conveyance.

6. No Police Officer who is already in receipt of tentage may be reimbursed the cost of carrying tents by railway or steamer under the orders of 28th February 1877. Whenever, under these orders thus modified, a Police Officer transferred from one station to another is allowed to recover freight on his tents or horses or both, the weight of the tents and the number of horses on account of which such recovery is made shall not exceed the limits prescribed in the scale in Rule III. These orders apply to the Bombay Presidency as elsewhere.—(*G. I. F. D. No. 2990, dated 6th September 1877.*)

[NOTE.—Rule III of this order only imposes a limit to the powers of sanction enjoyed by Local Governments under the orders in G. I. F. D. No. 1168, dated 28th February 1877, and this sanction is still necessary before a Police Officer can recover the cost, within limits laid down, of the carriage of his tents and horses by rail or steamer when transferred from one station to another.—(*G. I. F. D. No. 4085, dated 31st October 1877.*)

7. Police Officers, whether covenanted or uncovenanted, not below the rank of Assistant District Superintendent of Police are entitled to travelling allowance at 8 annas a mile by road and 3 annas a mile by rail when transferred from one district to another on the public service, or when they proceed to attend examinations with a title to travelling allowance.

8. Actual travelling expenses are not admissible to an officer transferred from one station to another, and it is important that no precedent should be afforded for any innovation in this respect. But if an officer is ordered to proceed to a distant station so quickly that he is obliged to send his tents and horses by rail or steamer, there is no objection to the Local Government allowing him by a special order to recover the actual cost of their carriage in addition to his authorised travelling allowance.—(*G. I. F. D. No. 139, dated 24th April 1877.*)

Subordinates.

9. Subordinate Police Officers are entitled to actual expenses when on special and extraordinary duty beyond the limits of their districts.

[NOTE.—European and Eurasian officers are permitted to include in their bill for actual expenses charges exclusively for use of

dâk bungalow or hotels. Such charges are not to include diet expenses.

2. The travelling expenses of Police Officers attending courts as witnesses or prosecutors will be paid by such courts under the Criminal Procedure Code. In these cases the expenses will be calculated not from the boundary, but from the head-quarters of the jurisdiction of the Police Officers concerned, except in those particular cases in which the presiding officer of the court might see reason to rule otherwise.

10. When an Inspector is placed in charge of the office of District Superintendent or Assistant Superintendent of Police he may draw travelling allowance as if he were a District or Assistant Superintendent, provided that his bill is properly countersigned, and it is certified that his journey was necessary on public grounds.—(*G. I. F. D. No. 1291, dated 6th March 1877.*)

11. The Superintendent, Rajpootana State Railway Police, is entitled to travelling allowance at Rs. 8 a night under Financial Department No. 3684, dated 18th December 1873.—(*G. I. F. D. No. 226, dated 17th January 1880.*) The Assistant Superintendent draws Rs. 4 for every night he is out on inspection duty.—(*G. I. F. D. No. 2256, dated 20th August 1878.*) Inspectors are allowed at the rate of Rs. 2 for a European and 12 annas for a native for each night of absence from head-quarters.—(*G. I. F. D. No. 2139, dated 6th August 1880.*) European Sergeants are allowed one rupee for each night of absence from head-quarters on duty.—(*G. I. F. D. No. 204, dated 15th January 1881.*) Sub-Inspectors are allowed 8 annas per night for each night of absence.—(*G. I. F. D. No. 3824, dated 17th November 1879.*)

SECTION X.

Chaplains.

The following rules regulate the travelling allowances of Chaplains (*G. I. F. D. No. 1653, dated 7th August 1868, and No. 1480, dated 4th July 1879*):—

I.—Travelling allowance at 8 annas a mile by road and 3 annas by rail will be allowed to a Chaplain who has already no charge for his joining a station to which he may be appointed either substantively or officiating;

also to a Chaplain on his permanent transfer from one appointment to another under the orders of Government, and not at his own request.

II.—If, while absent on privilege leave, a Chaplain is required to perform duty for an absentee at a station other than his own, he will draw travelling allowance at the rates in Rule I from his own station to that at which he is required to do duty.

III.—Travelling allowance at 12 annas a mile by road and 3 annas by rail will be given to a Chaplain sent to officiate at other stations or visiting out-stations: provided he proceeds further than 5 miles if in receipt at his own station of conveyance allowance, or further than 3 miles if not in receipt of that allowance. This rule is applicable to Chaplains of the Church of Scotland, Clergymen of the Additional Clergy Society, Missionaries of the Society for the Propagation of the Gospel, and the Church Missionary Society, and Roman Catholic Priests when visiting out-stations.

[NOTE—"Sent to officiate" means "sent to duty without relinquishing charge of his own."

IV.—If any Chaplain or any other person to whom Rule III applies obtains a free pass on any railway for visiting railway stations on the line, his travelling allowance by rail will be limited to $1\frac{1}{2}$ anna per mile.

V.—A Chaplain officiating at a station to which a conveyance allowance is attached will draw that allowance during his stay at the station.

VI.—A Chaplain may exchange the mileage admissible under Rule III for an allowance of Rs. 6 a day for the period of absence from his principal station; but should he do so he will not be entitled to any conveyance allowance under Rule V.

VII.—A Chaplain in receipt of conveyance allowance for a station will forfeit it when absent from his station on gazetted leave, but not when

visiting another station, and retaining substantive charge of his own.

2. Government will not pay the travelling allowance of Chaplains called away to solemnise a marriage.—(*G. I. F. D. No. 4546, dated 23rd October 1871.*) A Chaplain travelling 10 miles to bury people is entitled to travelling allowance.—(*G. I. F. D. No. 3976, dated October 1869.*)

3. When visiting the Presidency at the citation of the Bishop, Chaplains draw 3 annas a mile by rail or Rs. 5 a day for the journey there and back.—(*G. I. F. D. No. 2022, dated 14th July 1875.*)

4. Bills for travelling allowance for visiting out-stations should be passed on the Chaplain's making a declaration that the journey has been performed, and producing an order of the Bishop or Commissary of the Diocese authorising him to make the journey.—(*G. I. F. D. No. 518, dated 30th April 1867.*)

SECTION XI.

Rules regarding debit of travelling allowance.

1. The general rule is that the travelling allowance of an officer is chargeable to the same head as his salary, except in cases of travelling allowance for attending examinations, which is debitable to the head "Miscellaneous." The allowances of an officer transferred from the service of one Administration to that of another shall be paid by the latter from the date on which he gives over charge of his former office.—(*G. I. F. D. No. 2250, dated 21st July 1875.*)

[NOTE.—When any officer who would not ordinarily draw travelling allowances becomes entitled to them by reason of his employment on census work, such allowances shall be charged against the Census grant, and not against any Provincial revenues.—(*G. I. F. D., No. 64, dated 22nd April 1881.*)

2. The allowances of a Military Officer transferred from military to civil duty shall be paid by the Civil Department from the date on which he gives over charge of military duty, and when a Military Officer is transferred from civil to military duty his allowances shall cease to be payable in the Civil Department from the date on which he relinquishes charge of his civil duty. This rule

applies to the case of an officer transferred from one department to any other department.—(*G. I. F. D. No. 3329, dated 27th September 1875.*) The word "allowances" here includes travelling allowances.—(*G. I. F. D. No. 3593, dated 23rd October 1876.*)

3. When a public officer is called away from his duty to give evidence in any court (civil or military), the pay and allowances admissible to him during the period of his absence shall be debited to that department which would bear the charge if the officer were on duty.—(*G. I. F. D. No. 4788, dated 31st December 1872.*)

APPENDIX.

Table-money payable for officers travelling on board Her Majesty's Ships of War.

(Marine Department G. G. O. No. 71 of 1878.)

Under instructions from the Right Hon'ble the Secretary of State for India, His Excellency the Governor General in Council is pleased to notify, in modification of Marine G. O. No. 32 of 8th December 1876, the scale of table-money hereafter payable by the Indian Government for the entertainment of its Officers and their families on board Her Majesty's Ships of War employed in the Indian Seas :—

Class.	Passengers.	ALLOWANCE PER DIEM.			
		For Males.	For Females.	For Children of both sexes.	
				Between 16 and 7 years.	Under 7 years.
	Captain's Table.	£ s. d.	s. d.	s. d.	s. d.
I	Viceroy and Governor General of India.	6 0 0 for the first 7 days 1 5 0 afterwards . .	16 8	8 4	6 3
	Each individual composing the suite	1 5 0 for every day . .			
II	Governors and Commanders-in-Chief.	4 0 0 for the first 7 days 1 1 0 afterwards . .			
	Each member of their suite .	1 1 0 for every day . .			
III	Lieutenant-Governors and Bishops	3 0 0 for the first 7 days 1 1 0 afterwards .			
	Each member of their suite .	1 1 0 for every day .			
	Members of Council, Commissioners, Political Residents, and Secretaries to Government.	3 0 0 for the first 7 days 1 1 0 afterwards .	14 0	7 0	5 3
IV	General Officers, Deputy and Assistant Secretaries to Government, and Political Agents.	1 1 0 for the first 14 days 0 15 0 afterwards . .			
V	Field Officers on the staff, Colonels, Lieutenant-Colonels, and Officers of the Civil Departments of the army of the rank of General Officer, and also Civil Officers of equal rank in India.	0 15 0 for every day . .	10 0	5 0	3 9
VI	Majors not on the staff, and officers junior in rank to Field Officers when not able to be received at the ward-room mess.	0 12 0 for the first 14 days 0 9 0 afterwards . .	8 0 6 0	4 0 3 0	3 0 2 3

Class.	Passengers.	ALLOWANCE PER DIEM. For Males.	For Females.	For Children of both sexes. Between 16 and 7 years.	For Children of both sexes. Under 7 years.
	Ward-room mess.	£ s. d.	s. d.	s. d.	s. d.
VII	Majors not on the staff, Military Officers junior in rank to Field Officers and Officers of the Civil Departments of the army under the rank of General Officer, and also Civil Officers of equal rank in India.	0 9 0 for every day . .	6 0	3 0	2 3
	Gun-room mess.				
VIII	Military Officers when messed.	0 6 0 for every day . .		...	..
	Other individuals on board .	0 9 0 for the first 14 days 0 6 0 afterwards . .	6 0 4 0	3 0 2 0	2 3 1 6

2. When the Viceroy, a Governor, or Commander-in-Chief proceeds in a ship on a tour of inspection which requires him to disembark at various ports, the higher rate a day will in general only be paid for the seven days' entertainment following his first embarkation. If there are special reasons for repeating this payment, the captain or officer in command of the vessel may represent the circumstance in the first instance to the official entertained for consideration, and if subsequently necessary to the Admiralty.

3. When more than one distinguished person is embarked at the same time, the person of the highest rank is to be paid for according to the scale, and the other or others only at the rate of £1-5 or £1-1 a day per head, as the case may be.

4. When persons ordered passages shall prefer to join an inferior mess to that to which they are entitled to join by their rank, they will be permitted to do so. If a person entitled to be entertained at one table should, by personal invitation or favor, be received at a superior table, no additional allowance will be required for his entertainment; if the change be to an inferior table, such charge only will be made as would be payable for a person of the proper rank for entertainment at such inferior table.

5. The Captain's table includes the table of a Flag Officer or a Commodore, should there be one on board, and also the table of a Commander in the actual command of a ship. The ward-room is to be understood as including also the table of a Lieutenant or of a Navigating Officer in actual command.

6. When a person entitled to mess at a Captain's table (scale I to VI) is entertained by a Lieutenant or Navigating Officer in command, such person is to be paid for as if entertained at a Captain's table.

7. The sums specified in the scale include provision for a reasonable number of servants, and for extra expenses of every kind,

except bedding and such fittings as a dockyard may be ordered to furnish.

8. The periods for which the rates are to be paid shall commence on the day on which the first, and shall terminate on that on which the last, dinner is taken on board.

9. Should a passenger, for whom provision is made under competent authority, not embark, or having embarked subsequently disembark, or be transferred to another ship, the mess will be entitled to half the allowance to cover the expenses incurred in making the necessary preparations. No deduction is to be made from the allowance for the time passengers may land at intermediate places for their own pleasure.

10. When any official is ordered a passage, the Accountant Officer of the vessel will, under the orders of the Captain or Officer Commanding, inform such passenger of the rate authorized for his entertainment, and arrange for payment of the amount before the passenger leaves the ship, if possible, or upon his certificate by the Indian Government Treasury at the port of disembarkation, or at the nearest chief port, as the case may be.

11. Should the passenger not be satisfied with the statement of the Accountant Officer as to the class in the scale under which he is required to pay, the matter is to be at once referred to the authority ordering the passage. In the event of the latter officer agreeing with the passenger, the rate specified by the Accountant Officer should be paid and the circumstance reported to the Government of India.

12. When payments are made in Indian currency, they should be at the rate of exchange annually fixed by the Secretary of State for the adjustment of transactions between the Home and Indian Governments.

13. Civil and Military officers will be liable to deduction for messing under existing rules.

NOTE.—For revised chapter of the Queen's Regulations and Admiralty Instructions relating to these allowances—*See Financial Department No. 2780, dated 7th September 1878.*

Government Central Press.—No 54 C.G.—3-6-81.—200